

## Summary of Changes to Civil Administrative Procedures as of August 2, 2005

1. Page 4, Paragraph I(B)(3) - Added: *Electronic Filing*; Removed *Attorney* (clarification purposes only)
2. Page 5, Paragraph I(C)(1) - Added: *Electronic Filing*; Removed *Attorney* (clarification purposes only)
3. Page 5, Paragraph I(C)(3) - Added: *Electronic Filing*; Removed *Attorney* (clarification purposes only)
4. Page 5, Paragraph I(C)(7) - Added: *Electronic Filing*; Removed *Attorney* (clarification purposes only)
5. Page 6, Paragraph II(A)(2)(a)(ii) - Removed: *and then discard the paper document* (to comply with NARA and AO policy)
6. Page 8, Paragraph II(A)(4)(d) - Added entire paragraph d: *The clerk's office will add the Kansas Department of Corrections as an interested party when appropriate for the limited purpose of filing the Martinez Report in civil rights actions filed by state and county prisoners. Upon the filing of that report, the Department of Corrections may move for termination from the action* (clarification purposes)
7. Page 8, Paragraph II(A)(4)(e) - Added entire paragraph e: *The clerk's office will add the Social Security Regional Administrator as an interested party in Social Security appeal cases for the purpose of electronically noticing that agency* (clarification purposes)
8. Page 8, Paragraph II(A)(7)(a) - Removed: Entire section "a" - *The clerk's office will discard all document brought to the clerk's office for filing after those documents are scanned and uploaded to the System.* (To comply with NARA and AO policy)
9. Page 8, Paragraph II(A)(7)(b) - Renamed to "a" and removed - *Because the clerk's office will discard all documents brought to the clerk's office for filing,* (to comply with NARA and AO policy)
10. Page 12, Paragraph II(E)(2)(c) - Removed: *ksd\_vanbebbber\_chambers@ksd.uscourts.gov* (Update)
11. Page 15, Paragraph II(I)(4) - Added: *or file a reference list under seal. The reference list shall contain the complete personal data identifier(s) and the redacted identifier(s) used in its (their) place in the filing. All references in the case to the redacted identifiers included in the reference list will be construed to refer to the corresponding complete personal data identifiers. The reference list must be filed under seal and may be amended as of right. The unredacted version of the document or the reference list shall be retained by the court as part of the record. The court may, however, still require the party to file a redacted copy of the document for the public file* (to comply with the E-Government Act of 2002)
12. Page 18, Footnote 10 - Updated information regarding PACER fees (Paragraph 1, lines 1 and 2 - memo date changed from April 9, 2002 to November 12, 2004; line 2 - changed fee from seven cents to eight; lines 2 and 3 - changed starting date from July 1, 2002 to January 1, 2005; line 4 - added "(excluding transcripts)" Paragraph 2, line 4 - changed fee from seven cents to eight) (Modifications approved by the Judicial Conference to PACER fees)

### Summary of Changes to Civil Administrative Procedures as of November 18, 2003

- Page 4, new language Section I(A) paragraph 5 regarding fee matters; renumbered former paragraphs 5 to 6 and moved former paragraph 6 to new paragraph 7
- Page 14, new language in Section II(H) paragraph 2 regarding technical failures; renumbered former paragraph 2 to 3
- Page 16, added paragraph D in section III regarding fee matters.

### Summary of Changes to Civil Administrative Procedures as of September 3, 2003

- A **Table of Contents** has been added to the Civil Administrative Procedures. There were no other changes made.

### Summary of Changes to Civil Administrative Procedures as of June 9, 2003

- Page 1, Paragraph I(A)(1) - Added: *notices of removal.*
- Page 2, Paragraph I(A)(4) - Added: *The documents in a.* Removed: *A.*
- Page 4, Paragraph II(A)(2) - Added: *and Notices of Removal.*
- Page 4, Paragraph II(A)(2)(a) - Added: *notices of removal.*
- Page 4, Paragraph II(A)(2)(a)(i) - Removed: *New cases will not be filed until the filing fee is paid.*
- Page 5, Paragraph II(A)(2)(c) - Removed: *and any required filing fee.* Added: *or notices of removal as long as the clerk's office receives any required filing fee as soon as possible.*
- Page 5, Paragraph II(A)(2)(e) - Added paragraph: *Copies of state court records and proceedings filed pursuant to D. Kan Rule 81.2 must be filed electronically.*
- Page 5, Paragraph II(A)(4) - Added: *Pleadings that Add or Delete Parties or Attorneys.*
- Page 5, Paragraph II(A)(4)(a) - Added: *before filing the pleading.*
- Page 5 & 6, Paragraph II(A)(4)(b) - Added paragraph (b): *The system is only capable of recognizing an entry of appearance on behalf of the attorney who files the entry of appearance. Accordingly, if an attorney files an entry of appearance on his or her own behalf as well as on behalf of other attorney(s), then the attorney who files the entry of appearance shall call the clerk's office before filing the entry of appearance in order to have the other attorneys added to the case in the System.*
- Page 6, Paragraph II(A)(4)(c) - Added paragraph (c): *A Withdrawal of Counsel and Entry of Appearance of Substituted Counsel, see D. Kan Rule 83.5.5, may only be filed by the attorney entering his or her appearance, not be the withdrawing attorney.*
- Page 7, Paragraph II(A)(8) - Removed references to: *Official and Contract Court Reporters.*
- Page 8, Paragraph II(C)(1)(a) - Added line: *This rule includes all notarized documents.*
- Page 8, Paragraph II(C)(1)(b) - Renamed (a) to: (b)
- Page 8, Paragraph II(C)(1)(c) - Renamed (b) to: (c)
- Page 9, Paragraph II(C)(3) - Added: *Attorney*
- Page 9, Paragraph II(C)(3)(a) - Removed: *party or*; Substituted: *attorneys for persons*;

Substituted: *attorneys for parties*.

- Page 9, Paragraph II(C)(3)(b) - Removed: *party or*; Removed: *in the format illustrated in paragraph II(c)(2)(a) above*.
- Page 14, Paragraph IV(A)(1) - Added: *Footnote 9: Scanned documents create much larger files than electronic documents that are converted to .pdf format (e.g., a word processing document printed to Acrobat PDF Writer). Please check file sizes before uploading to the System.*
- Page 14, Paragraph IV(B) - Substituted: *two megabytes for 15 pages*.
- Page 14, Paragraph IV(B)(3) - Substituted: *two megabytes for 15 pages*.